

**Information Services and Technology - Administrative Computing  
Quality Assurance Test Acceptance Form**

**Test Acceptance Form Instructions**

**Form Purpose:** The signing of this document is the official acceptance of the project test's results. The individuals who sign this document agree that the pre-defined 'Success Criteria' stated in the relevant Test Plan(s) have been achieved, and that no outstanding issues exist that require resolution prior to the acceptance of the specified test.

**Preparer:** The QA team member assigned to the project prepares this document, i.e. enters the Test Objectives, Test Issue Metrics and Test Summary. This team member acquires the appropriate signatures and follows up on any acceptance concerns.

- 1) **Project Name** – Indicate the project name, e.g. EH&S Project, Phase I
- 2) **Test Type** – Check the box left of the appropriate Test for which the 'Acceptance' form pertains
- 3) **Test Date(s)** – Enter the test execution date(s).
- 4) **Test Plan** – Enter the test plan name(s) with the file location that is to be 'signed-off.'
- 5) **Test Case(s) File Location** – Enter the Test Case(s) file location (on QA Share) as listed in the referenced Test Plan.
- 6) **Test Report Location** – Enter the location where report will be stored after application is released to Production.
- 7) **Test Objectives** – Enter the Test Objectives as listed in the referenced Test Plan.
- 8) **Test Issue Metrics**
  - a) Issue statistics for only this test event noted by severity rating.
  - b) Note the brief description for any outstanding test issues with the severity Severe or High that pertain to this test event. Enter Issue Number, severity of the issue, name of person(s) responsible for resolving issue, and any comments that are needed.
- 9) **Test Summary**
  - a) Success Criteria as listed in the referenced Test Plan. Indicate whether the Success Criteria were met (Yes/No).
  - b) Responsible person(s) checks a test acceptance checkbox.
- 10) **Signatures & Comments** – Presently the form is formatted for a single acceptance selection. Each responsible person can add a comment with their signature. When the test acceptance is a divided agreement, the QA member can adjust this section for individual phase selection.
- 11) **Footer**
  - a) **Prepared By** – Enter the name of the QA team member responsible for preparing this form.
  - b) **Date** – Enter the form's preparation date.

**Documentation Storage**

Hyperlink to the document's location in the appropriate field.

Store Test Plans in on QA share in the appropriate business area directory folder.

Store Test Cases on QA share in the appropriate business area directory folder.

Store Test Reports in Finssysrv/QA/QA & Test Reports/ appropriate sub-directory.